

The attached pages 32a - 32b are to be added to the OL Personnel Handbook as part of Section IX, Training Policy, Responsibilities, and Guidelines.

Please ensure that all ML careerists see this new section.

MEMORANDUM FOR: Chief, OL Registry

*Please distribute to all Logistics careerists and in addition please give OL/P&TS an extra 40 copies.

Thanks, Holly 1 October 80

Date

3D. FULL-TIME ACADEMIC SPONSORSHIP

(1) The sponsorship is not for the sole purpose of obtaining a degree.

(2) Prerequisites are:

- a. One year of civilian Government service.
- b. Good, excellent, or superior performance as evidenced on recent Performance Appraisal Reports.
- c. Willingness to sign a Continued Service Agreement to remain in the Agency for a minimum of three months for each month of sponsored full-time training or to repay the cost of training.

(3) Requests for sponsorship will be addressed to the Chairperson, Logistics Training and Awards Panel in memorandum form and routed through the Staff or Division Chief concerned to the OL/TO. All requests will contain the staff/division chief and Career Panel's recommendations and/or comments to include such items as demonstrated and estimated potential, assignment contemplated after completion of training, and other facts that will enable the Panel to evaluate the request. Requests for the fall term must be received prior to 1 May and those for the spring term prior to 1 October. The request should include the following:

- a. Name, grade, and position of employee.
- b. Estimated cost of sponsorship (tuition; books; supplies; and registration, application, matriculation, comprehensive, building, laboratory, and/or activities fees).
- c. Name and location of college or university and proposed dates of attendance.
- d. Form 136 with attachment listing titles, course numbers, and short descriptions of courses to be taken.
- e. Statement of justification for requesting sponsorship; that is, how this training will assist the employee in achieving career objectives and how it should be of value to the Logistics Career Subgroup.
- f. Number of semester/quarter hours previously completed, grade point average, and whether self or Agency sponsored.
- g. The major field of study and the date the degree is expected.

(4) Each request will be reviewed by the Panel and its recommendations will be submitted to the Director of Logistics. Those requests approved by the Director of Logistics will be forwarded to the Deputy Director for Administration for final action.

REQUIRED TRAINING FOR LOGISTICS CAREERISTS GOING OVERSEAS

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1. Logistics portion of Field Administration
 2. General Transportation of Hazardous Materials
[REDACTED]
 4. Overseas Orientation Course (if first field assignment)
 5. Language training as required by Area Division
 6. Field Operations Support Course (if directed by Chief, Supply Division)

NOTE: Any exceptions to above must be approved by Chief, Supply Division. Spouses of Logistics Careerists going overseas may take language training, Overseas Orientation, and/or Countering

STAT [REDACTED]